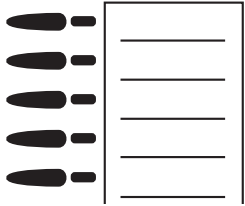


Freely programmable.



The **function keys** next to the lettering label are freely programmable keys, for example, for assigning Speed dialling numbers or operating PBX functions. Each key has two levels that can be assigned functions.

The LED shows the status of the function on the first level.

In order to carry out the function on the first level, press the key once. In order to carry out the function on the second level, press the key twice or press the Shift key (using the function key assigned to Shift), and then press the key once.



Tip: If you configure Speed dialling keys for internal subscribers, the corresponding LEDs show information about the busy or activity state of the corresponding subscriber. In addition, it is especially easy to carry out the Pick-up and Query call functions using these keys. 1. Pick-up for the saved subscriber: If the LED is blinking red, press the Speed dialling key. 2. Query call to the saved subscriber: During the call, press the Speed dialling key.

Configure the Speed dialling key

1. Press the **Menu key** (to the left under the display).
2. Press the **softkey** next to the “**define keys**” selection.
- ① Use the **softkeys** (keys next to the display) to scroll through any list to the selection you want.
3. Press a **function key** (next to the lettering label).
4. Press the **softkey** for the “**first level**” selection.
5. Press the **softkey** next to the “**speed dialling**” selection.
6. Press the **softkey** .
7. Enter the telephone number via the keypad.
- ① You can use the **softkey** to delete characters backwards.
8. To complete the entry, press the **softkey** .
9. Press the **softkey** .
10. Enter a name for the telephone number via the keypad.
11. To complete the entry, press the **softkey** twice.



Tip: After pressing the **softkey** , you can select a telephone number from the telephone book. Press the **Telephone book key** and scroll to the entry you want. Press the **softkey** . The telephone number and name are added. Complete the entry by pressing the **softkey** .

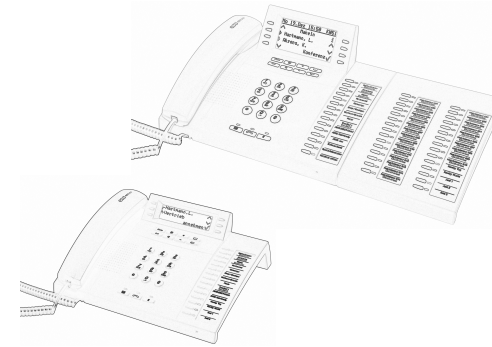


System Telephones and Answering Machine

COMfortel® 2500

COMfortel® 1500

COMfortel® Voicemail



Open the menus.



Press the **Menu key** to open the main menu which contains the following menus:

In the “**functions**” menu, you can activate/deactivate or execute functions in the PBX and the telephone (for example, Call forwarding and the telephone lock).

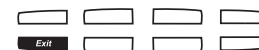
The “**information**” menu is only used to display information (for example, versions, accumulated charges and the status of certain important functions/settings). No changes can be made here.

In the “**define keys**” menu, you can assign functions on the PBX and the telephone to programmable function keys (for example, Call forwarding and Speed dialling).

Configure the telephone in the “**settings**” menu.

In the “**answering machine**” menu, you can configure and operate the answering machine (only on the COMfortel 2500 with SD card after activating the COMfortel Voicemail function).

Exit menus.

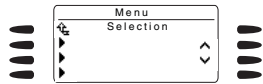


Use the **Exit key** to close an open menu and return to idle mode. Incorrectly exited settings are not saved.



Tip: The telephone automatically switches back to idle mode if no key is pressed within 30 seconds.



A guide to the display.




The **softkeys** to the right and left of the display are keys for carrying out the functions shown on the display. These functions are indicated by words and symbols.

Always pay attention to the words and symbols on the display! These change to display the currently available functions almost every time a key is pressed.


Scrolling. 

Use the **softkeys**  /  to scroll through the drop-down list. The currently selected function is shown in the lower line of the display during a call.



Next. 

Press the **softkey**  to go to the next menu listed.



Back. 

Press the **softkey**  to return to the previous menu level.


Change. 

Press the **softkey**  to change the setting (only one selection is possible); the **softkey**  selects the current setting).


 / 

Press the **softkeys**  and  to activate/deactivate the selection (more than one possible).






Press the **softkey**  to change the selection (the text next to the softkey indicates the current selection).




Confirm. 


Press the **softkey**  to accept the configured settings or to carry out the function shown in the lower line of the display during a call/conversation.




Hold. 

Press the **softkey**  to put the currently active call on hold (the **softkey**  selects the active call).

Suppress a telephone number. 


Press the **softkey**  (display changes to ) to activate/deactivate number presentation suppression for future calls. Press the **softkey**  to deactivate number presentation suppression.

Turning the answering machine on/off. 

Press the **softkey**  (display changes to ) to turn the answering machine on. Press the **softkey**  to turn it back off.

Mute.



Press the **Microphone key** to turn the microphone on/off during a call ( appears in the upper line of the display).

Hands-free calling and Loudspeaker listening.



Press the **Loudspeaker key** to hold conversations without picking up the receiver (hands-free calling) and to end them.

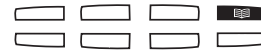
Press the **Loudspeaker key** to activate loudspeaker listening during a call. To activate hands-free calling instead, you need to press and hold the key for two seconds (then you can hang up the receiver).

Adjusting volume.



Press the **Plus/Minus keys** to increase/decrease the volume of the bell, the receiver or the loudspeaker – depending on the current operating state.

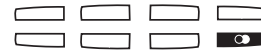
Open telephone book.



Press the **Telephone book key** to open the telephone book.

To dial a telephone number, scroll to the entry you want (Contact) and pick up the receiver.

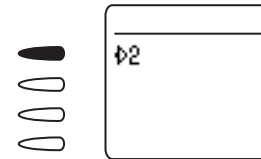
Open Redial list.




Press the **Redial key** to open the Redial list, which contains the last 30 telephone numbers dialed.

To dial a telephone number, scroll to the entry you want and pick up the receiver.

Additional functions.



Press the **softkey**  to open (while in idle mode) the second function level which includes functions such as the calls list, pick-up, the scheduled call list, etc. Press the **softkey** next to **calls list** to open the calls list.

To dial a telephone number in the call list, scroll to the entry you want and pick up the receiver.

Open Caller list, Answering machine list and Memo.



Press the **Message key** to open the caller list containing the last 30 calls received (also the answering machine list and memos on the COMfortel 2500 with SD card and COMfortel Voicemail).

To dial a telephone number, scroll to the entry you want and pick up the receiver.

The LED indicates new calls (blinking LED) or already seen calls (constantly lit LED).

Hands-free calling, Headset calls.



Press the **Hook key** to hold conversations without picking up the receiver (hands-free calling) and to end them. In Headset mode, you can hold Headset calls and end them.

The LED indicates an incoming call (blinking LED) or an already existing connection (constantly lit LED).

Initiate a Query call.



Press the **R key** to initiate a Query call or transfer a call during a conversation.

A lit LED indicates a call on hold.